

WINNIFRED NOEL-CHARLES
123 Oak Ridge Road
Hopewell Junction, NY, 12533
347-528-3725; win30@aol.com

EDUCATION:

New York Law School February 2005
Juris Doctor

Awards: Public Service Certificate
Activities: **Member- Connecticut State Bar, Admitted 2006; New York State Pending**
Association of the Bar of the City of New York, and
American Bar Association
Mentor, Black Law Students Association
Concentration: Real Estate Transaction and Finance, Immigration, Legal Writing

St. Francis College, Brooklyn, New York September 1996
Bachelor of Science
G.P.A.: 3.85
Concentration: Science, Math, Business
Honors: Dean's List

New York College of Technology, Brooklyn, New York June 1991
Associate's Degree in Applied Science, cum laude
G.P.A.: 3.33
Concentration: Chemistry, Physics.
Honors: Dean's List

EXPERIENCE:

DEPARTMENT OF HOMELAND SECURITY, New York, NY October 1998 - Present
United States Citizenship and Immigration Services (USCIS)
District Adjudications Officer
Draft legally-sufficient deportation notices for use in Immigration Court for persons found removable from the US. Plan and conduct reviews concerning eligibility and entitlement of persons seeking benefits. Provide advice and guidance on adjudicative matters to key USCIS managers. Appear in court and administrative ceremonies representing the Attorney General in naturalization proceedings. Prepare denial notices providing legal basis of the ineligibility finding.

DEPARTMENT OF HOMELAND SECURITY, New York, NY July - Nov. 2004
Office of the Principal Legal Advisor
Legal Intern-Volunteer
Reviewed appeals of office's denials on persons seeking lawful resident status based on marriage fraud. Drafted appeal responses for Board of Immigration Appeal hearings. Remanded cases deemed eligible for lawful resident status. Conducted legal research and drafted legal findings on pending immigration issues.

REFERENCES:

Mark Curley- Deputy Principal Legal Advisor; Ramin Rastegar- ICE Attorney US 569

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement
SUPERVISORY ADJUDICATIONS OFFICER

2 Grade(s) applying for
13

3 Announcement number
CIS-103847-NYC

4 Last name
NOEL-CHARLES

First and middle names
WINNIFRED LOUISE

5 Social Security Number
109 - 70 - 6834

6 Mailing address
123 OAK RIDGE ROAD

City
HOPEWELL JUNCTION

State
NY

ZIP Code
12533 - 5032

7 Phone numbers (include area code)
Daytime (347) 528 3725
Evening (845) 226 8749

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

- 1) District Adjudications Officer (1801/12)

From (MM/YY)	To (MM/YY)	Salary	per year	Hours per week
10 98	Now	\$72,161.		40

Employer's name and address
Department of Homeland Security USCIS- Office of Principal Legal Advisor
26 Federal Plaza New York, NY 10278

Supervisor's name and phone number
Enrica Troy
(212) 264 3139

Describe your duties and accomplishments
Draft deportation notices for use in Immigration Court for persons found removable from the United States (US). Responsible for the planning and conducting of reviews concerning the eligibility and entitlement of persons seeking benefits, for instance, US citizenship. Provide advice and guidance on adjudicative matters to key CIS managers, such as investigations, deportation and congressional units. Maintain a professional working relationship with various social service organizations, special interest attorneys and local law enforcement. Appear in court and administrative ceremonies as a representative of the Attorney General in naturalization proceedings. Conduct homebound interviews for the aged and disability cases. Prepare denial notices citing legal sections applicable to the finding of ineligibility, present the conclusions of law, and rights of appeal. Reexamine the findings of fact, documentary evidence, and case information used by the deciding Officer, and reverse and approve, or sustain the Service's original decision.

- 2) Legal Intern- Volunteer

From (MM/YY)	To (MM/YY)	Salary	per year	Hours per week
07 2004	11 2004	\$0		5

Employer's name and address
Department of Homeland Security-Office of Principal Legal Advisor
26 Federal Plaza, New York, NY 10013

Supervisor's name and phone number
Mark A. Curley
(212) 264 6935

Describe your duties and accomplishments
Reviewed and drafted responses for Board of Immigration Appeal (BIA) hearings in the Immigration Visa Appeals unit. Prepared Record of Proceeding (ROP) after thorough examination of the applicant's file, and forwarded all pertinent documents for review by the BIA. Remanded cases deemed eligible for permanent U.S. resident status. Conducted legal research and drafted legal findings on pending immigration issues involving deportation, naturalization eligibility and grounds for immigrant visa denials.

US 570

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement
SUPERVISORY ADJUDICATIONS OFFICER

2 Grade(s) applying for
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123 OAK RIDGE ROAD

City
HOPEWELL JUNCTION

State
NY

ZIP Code
12533 - 5032

7 Phone numbers (include area code)

Daytime (347) 528 3725

Evening (845) 226 8749

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title (if Federal, include series and grade)
1) Payment Collector

From (MM/YY)	To (MM/YY)	Salary	per year	Hours per week
02 94	10 98	\$24,000		35

Employer's name and address
NYC Department of Finance
66 John Street, New York, NY 10039

Describe your duties and accomplishments

Received and reconciled payments for summonses and applicable fees. Researched and updated related computer records. Handled Sheriff's payment-in-field tows as related to currency source documents. Eliminated unnecessary steps in daily processing to promote greater efficiency and better time management. Led a special task force to streamline various office form letters and consequently reduced paper waste. Received outstanding evaluations four years in a row.

Job title (if Federal, include series and grade)
2) Special Service Representative

From (MM/YY)	To (MM/YY)	Salary	per year	Hours per week
10 1989	02 1994	\$17,000		35

Employer's name and address
J.P. Morgan Chase
270 Park Place, New York, NY 10017

Describe your duties and accomplishments

Reconciled daily ledgers and solved processing errors by determining the necessary resolutions. Trained and supervised staff of junior tellers on transaction procedures. Arranged and executed both domestic and foreign currency. Received bank's service star award for fraud prevention and professionalism.

US 571

- 9 May we contact your current supervisor?
 YES ☒ NO ☐ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

- 10 Mark highest level completed. Some HS ☐ HS/GED ☐ Associate ☐ Bachelor ☐ Master ☐ Doctoral ☒

- 11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

St Joseph's Convent Trinidad, West Indies
 Diploma received in 1987

- 12 Colleges and universities attended. Do **not** attach a copy of your transcript unless requested.

Name	City	State	ZIP Code	Total Credits Earned		Major(s)	Degree (if any)	Year Received
				Semester	Quarter			
1) NEW YORK LAW SCHOOL						LAW	Juris Doctor	2005
2) St. Francis College	Brooklyn	NY	11201 -	30		Science, Business	BS	1996
3) New York College of Technology	Brooklyn	NY	11204 -	98.5		Chemical Technology	AAS	1991

OTHER QUALIFICATIONS

- 13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

Special Achievement Award 2000

Outstanding Performance rating 2002, 2003, and 2004.

Affirmative Employment Program for Employees

CIS Computer Security Awareness Diversity Training for Employees

EEO Alternative Dispute Resolution (ADR) Program

EEO Complaints Process Training for Managers

Prevention of Sexual Harassment Training

FLETC Officer Training (94%)

GENERAL

- 14 Are you a U.S. citizen? YES ☒ NO ☐ Give the country of your citizenship.
- 15 Do you claim veterans' preference? NO ☒ YES ☐ Mark your claim of 5 or 10 points below.
 5 points ☐ Attach your DD 214 or other proof. 10 points ☐ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.
 Series Grade From (MM/YY) To (MM/YY)
- 16 Were you ever a Federal civilian employee? NO ☒ YES ☐ For highest civilian grade give:
- 17 Are you eligible for reinstatement based on career or career-conditional Federal status? NO ☒ YES ☐ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

- 18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE Winnifred Noel-Charles

DATE SIGNED 01-10-06

US 572

Standard Form 50-B

Rev. 7/91

S. Office of Personnel Management

M Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JEL CHARLES, WINNIFRED L		2. Social Security Number 109-70-6834	3. Date of Birth 01/31/68	4. Effective Date 05/07/00
FIRST ACTION				
5-A. Code 185	5-B. Nature of Action PERFORMANCE AWARD			
5-C. Code 14R	5-D. Legal Authority 5 USC 4505A			
5-E. Code	5-F. Legal Authority			

SECOND ACTION

1. FROM: Position Title and Number					15. TO: Position Title and Number DIST ADJUDICATIONS OFFICER 98001751 H1070E						
6. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award 971.00	21. Pay Basis
2A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		20A. Basic Pay		20B. Locality Adj. .00		20C. Adj. Basic Pay .00	
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization OFF OF EX ASSOC COMP FLD OPS OFF OF RANL DIR EASTERN REAN OFF OF THE DIST DIR NEW YORK ADJUDICATIONS BRANCH DI IN3020012005000000 PF 14 2000					

EMPLOYEE DATA

23. Veterans Preference 1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%			24. Tenure 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		25. Agency Use	26. Veterans Preference for RIF YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI VI BASIC STANDARD-4X ADDITIONAL-1X FAM			28. Annuitant Indicator NOT APPLICABLE		29. Pay Rate Determinant 0	
30. Retirement Plan K PERS AND FICA			31. Service Comp. Date (Leave) 10/25/98		32. Work Schedule F FULL TIME	
33. Part-Time Hours Per Biweekly Pay Period						

POSITION DATA

34. Position Occupied 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category E - Exempt N - Nonexempt	36. Appropriation Code	37. Bargaining Unit Status 0030
38. Duty Station Code 36-2240-059		39. Duty Station (City - County - State or Overseas Location) GARDEN CITY NASSAU NY		
40. AGENCY DATA	41. SEX: F	42. CITZ: 1	43. VET STAT: X	44. ED LV: 07 YR: 00 INST PRG: 000000

45. Remarks

PERFORMANCE AWARD
SALARY BLOCK CONTAINS CASH AWARD AMOUNT.

US 573

46. Employing Department or Agency U.S. DEPARTMENT OF JUSTICE/INS			50. Signature/Authentication and Title of Approving Official PERSONNEL OFFICER	
47. Agency Code DI IN	48. Personnel Office ID 1699	49. Approval Date 07/07/00		

Standard Form 50-B

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 296-1.1, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) NOEL CHARLES, WINNIFRED L		2. Social Security Number 109-70-6834	3. Date of Birth 01/31/68	4. Effective Date 05/18/03
FIRST ACTION				
5-A. Code 840	5-B. Nature of Action INDIVIDUAL CASH AWARD		6-B. Nature of Action	
5-C. Code	5-D. Legal Authority		6-C. Code	
5-E. Code	5-F. Legal Authority		6-F. Legal Authority	

7. FROM: Position Title and Number

15. TO: Position Title and Number

DISTRICT ADJUDCTN OFFCR
98001751 HI068E

8. Pay Plan	9. Occ Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award 900.00	21. Pay Basis
12A. Basic Pay		12B. Locality Adj. .00		12C. Adj. Basic Pay .00		12D. Other Pay .00		20A. Basic Pay		20B. Locality Adj. .00	
20C. Adj. Basic Pay		20D. Other Pay .00		22. Name and Location of Position's Organization IMMIGRATION AND CUSTOMS ENFORCEMENT OFF OF EX ASSOC COMR FLD OPS OFF OF RGNL DIR EASTRN REGN OFF OF THE DIST DIR NEW YORK		22. Name and Location of Position's Organization HS BB3020012005000000 PP 12 2003					

EMPLOYEE DATA

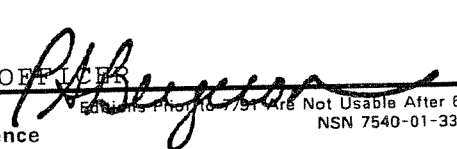
23. Veterans Preference 1 1 - None 2 - 5 Point 3 - 10 Point/Disability 4 - 10 Point/Compensable 5 - 10 Point/Other 6 - 10 Point/Compensable/30%		24. Tenure 1 0 - None 1 - Permanent 2 - Conditional 3 - Indefinite	25. Agency Use	26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>
27. FEGLI V1 BASIC STANDARD-4X ADDITIONAL-1X FAM		28. Annuitant Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0
30. Retirement Plan K FERS AND FICA		31. Service Comp Date (Leave) 10/25/98		32. Work Schedule F FULL TIME
33. Part-Time Hours Per Biweekly Pay Period		34. Position Occupied 1 1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career Reserved		35. FLSA Category N E - Exempt N - Nonexempt

POSITION DATA

36. Appropriation Code		37. Bargaining Unit Status 0030	
38. Duty Station Code 36-2240-059		39. Duty Station (City - County - State or Overseas Location) GARDEN CITY NASSAU NY	
40. AGENCY DATA	41.	42.	43.
44.			

45. Remarks

CASH AWARD - PERFORMANCE BASED
SALARY BLOCK CONTAINS CASH AWARD AMOUNT.

46. Employing Department or Agency HOMELAND SECURITY			50. Signature/Authentication and Title of Approving Official US 574  PERSONNEL OFFICER	
47. Agency Code HS BB	48. Personnel Office ID 1699	49. Approval Date 07/02/03		TURN OVER FOR IMPORTANT INFORMATION 3-Part 50-315 1 - Employee Copy - Keep for Future Reference
NSN 7540-01-333-6237				

Standard Form 50-B
Rev. 7/51
U.S. Office of Personnel Management
PM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) JOEL CHARLES, WINNIFRED L		2. Social Security Number 109-70-6834	3. Date of Birth 01/31/68	4. Effective Date 10/25/98
FIRST ACTION		SECOND ACTION		
5-A. Code 002	5-B. Nature of Action CORRECTION	6-A. Code 101	6-B. Nature of Action CAREER COND APPT	
6-C. Code AYM	6-D. Legal Authority ACWA OUTSTANDING			
6-E. Code ABK	6-F. Legal Authority ACWA OUTSTDG SCH PRG			

FROM: Position Title and Number
DIST ADJUDCTNS OFFCR
98001751 HI072E

15. TO: Position Title and Number
DIST ADJUDCTNS OFFCR
98001751 HI071E

7. Pay Plan GS	8. Occ. Code 1801	9. Grade/Level 07	10. Step/Rate 01	11. Total Salary/Award 27,148.00	12. Pay Basis PA
13. Basic Pay 19,969.00	14. Locality Adj. 1,949.00	15. Adj. Basic Pay 21,918.00	16. Other Pay .00	17. Basic Pay 24,734.00	18. Locality Adj. 2,414.00
19. Adj. Basic Pay 27,148.00		20. Other Pay .00		21. Name and Location of Position's Organization OFF OF EX ASSOC COMR FLD OPS OFF OF RGNL DIR EASTRN REGN OFF OF THE DIST DIR NEW YORK ADJUDICATIONS BRANCH	

EMPLOYEE DATA		24. Tenure		25. Agency Use		26. Veterans Preference for RIF	
23. Veterans Preference 1 1 - None 3 - 10-Point/Disability 5 - 10-Point/Other 2 - 5-Point 4 - 10-Point/Compensable 6 - 10-Point/Compensable/30%		2 0 - None 2 - Conditional 1 - Permanent 3 - Indefinite				YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
27. FEGLI V BASIC-STANDARD-4X ADDITIONAL-FAMILY		28. Annuitant Indicator 9 NOT APPLICABLE		29. Pay Rate Determinant 0		30. Retirement Plan K FERS AND FICA	
31. Service Comp. Date (Leave) 10/25/98		32. Work Schedule F FULL TIME		33. Part-Time Hours Per Biweekly Pay Period		34. Position Occupied 1 1 - Competitive Service 3 - SES General 2 - Excepted Service 4 - SES Career Reserved	
35. FLSA Category N E - Exempt N - Nonexempt		36. Appropriation Code		37. Bargaining Unit Status 0030		38. Duty Station Code 36-2240-059	
39. Duty Station (City - County - State or Overseas Location) GARDEN CITY NASSAU NY		40. AGENCY DATA		41. SEX: F		42. CITIZ: 1	
43. VET STAT: X		44. ED LV: 07 YR: 00 INST PRG: 000000		45. Remarks CORRECTS GRADE FROM GS-5 TO GS-7. APPOINTMENT IS SUBJECT TO COMPLETION OF ONE YEAR INITIAL PROBATIONARY PERIOD BEGINNING 10/25/98. SERVICE COUNTING TOWARD CAREER TENURE FROM 10/25/98.			

US 575

46. Employing Department or Agency U.S. DEPARTMENT OF JUSTICE/INS			50. Signature/Authentication and Title of Approving Official Donally P. Swinton PERSONNEL OFFICER		
47. Agency Code DJ IN	48. Personnel Office ID 1699	49. Approval Date 11/08/98			

Standard Form 50-B
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) NOEL CHARLES, WINNIFRED L				2. Social Security Number 109-70-6834		3. Date of Birth 01/31/68		4. Effective Date 01/09/05			
FIRST ACTION				SECOND ACTION							
5-A. Code 894		5-B. Nature of Action PAY ADJ		6-A. Code		6-B. Nature of Action					
5-C. Code QWM		5-D. Legal Authority REG 531.205		6-C. Code		6-D. Legal Authority					
5-E. Code ZLM		5-F. Legal Authority E O 13368		6-E. Code		6-F. Legal Authority					
7. FROM: Position Title and Number				15. TO: Position Title and Number DISTRICT ADJUDCTN OFFCR 98001751 HI068E							
8. Pay Plan		9. Occ Code		10. Grade/Level		11. Step/Rate		12. Total Salary		13. Pay Basis	
								69,412.00		PA	
16. Pay Plan GS		17. Occ Code 1801		18. Grade/Level 12		19. Step/Rate 04		20. Total Salary/Award 72,161.00		21. Pay Basis PA	
12A. Basic Pay 58,188.00		12B. Locality Adj. 11,224.00		12C. Adj. Basic Pay 69,412.00		12D. Other Pay .00		20A. Basic Pay 59,642.00		20B. Locality Adj. 12,519.00	
								20C. Adj. Basic Pay 72,161.00		20D. Other Pay .00	
14. Name and Location of Position's Organization				22. Name and Location of Position's Organization CITIZENSHIP AND IMMIGRATION SERVICES OFC OF ASSOC DIR OPERATIONS OFC OF FIELD OPERATIONS NEW YORK DISTRICT OFFICE							
				HS CI0310024501000000 PP 01 2005							
EMPLOYEE DATA										24. Tenure	
23. Veterans Preference 1 1-None 2-5 Point 3-10 Point/Disability 4-10 Point/Compensable 5-10 Point/Other 6-10 Point/Compensable/30%				1 0-None 1-Permanent 2-Conditional 3-Indefinite		25. Agency Use		26. Veterans Preference for RIF YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>			
27. FEGLI V1				28. Annuitant Indicator 9		29. Pay Rate Determinant 0		30. Retirement Plan K			
31. Service Comp Date (Leave) 10/25/98				32. Work Schedule F		33. Part-Time Hours Per. Biweekly Pay Period		34. Position Occupied 1 1-Competitive Service 2-Excepted Service 3-SES General 4-SES Career Reserved			
35. FLSA Category N E-Exempt N-Nonexempt				36. Appropriation Code		37. Bargaining Unit Status 0030		38. Duty Station Code 36-2240-059			
39. Duty Station (City - County - State or Overseas Location) GARDEN CITY NASSAU NY				40. AGENCY DATA		41.		42.		43.	
44.				45. Remarks FEDERAL PAY INCREASE DUE TO E.O. 13368 SIGNED 12/30/04. SALARY INCLUDES A GENERAL INCREASE OF 2.5% ROUNDED AND A LOCALITY PAYMENT (OR OTHER GEOGRAPHIC ADJUSTMENT) APPLICABLE IN THIS AREA.		46. Employing Department or Agency HOMELAND SECURITY		47. Agency Code HS CI		48. Personnel Office ID 1699	
49. Approval Date 12/30/04				50. Signature/Authentication and Title of Approving Official PAULINE A. BERGERON PERSONNEL OFFICER		51. Signature/Authentication and Title of Approving Official		52. Signature/Authentication and Title of Approving Official		53. Signature/Authentication and Title of Approving Official	

US 576

46. Employing Department or Agency

HOMELAND SECURITY

47. Agency Code

HS CI

48. Personnel Office ID

1699

49. Approval Date

12/30/04

50. Signature/Authentication and Title of Approving Official

PAULINE A. BERGERON
PERSONNEL OFFICER

TURN OVER FOR IMPORTANT INFORMATION

Keep for Future Reference

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6237